

Guidelines for Continuing Education under Part 146.5 of the Rules of the Chief Administrative Judge

- I. Overview: These guidelines expand upon [Part 146.5 of the Rules of the Chief Administrative Judge](#) (22 NYCRR 146), Continuing Education for Neutrals (CE) [146.5](#).
- II. Requirements for Continuing Education: Pursuant to Part 146.5 all neutrals serving as mediators or neutral evaluators on trial court rosters must attend at least six (6) hours of additional approved training relevant to their respective practice areas every two years.
 - A. The CE requirement is in addition to the 40 hours of mediation training for mediators and 6 hours of neutral evaluation training for neutral evaluators required to serve on a trial court roster under [146.4](#).
 - B. Specific CE Requirements
 1. Intimate Partner Violence (IPV) CE¹: All roster mediators who mediate family or matrimonial matters for the court are required to take a) an initial one-time four (4) hour Pre-Mediation IPV Screening training and b) an additional, two (2) hours of CE on IPV every two years.²
 - a) Initial one-time training: The four-hour training satisfies four (4) of the six (6) hours of CE training for the two-year reporting period.
 - b) Additional two (2) hours of CE on IPV every two years: The two-hour training satisfies two (2) of the six (6) hours of CE training for the two-year reporting period. The two (2) hours of CE may be offered by the UCS, by legal services organizations, community dispute resolution centers, professional dispute resolution associations, domestic violence advocacy groups, or similar providers. CE credits offered by other professions in IPV may also apply as CE credit in IPV.
 2. Anti-Bias CE³: Neutrals serving on court rosters pursuant to Part 146 must complete at least two (2) hours of anti-bias training every two years.
 - a) The two (2) hours of anti-bias training may be applied to the required six (6) hours of CE training for the two-year reporting period.
 - b) A qualifying anti-bias training must comply with the Anti-Bias Training Guidelines for ADR Neutrals developed by the ADR Office in consultation with the Office of Justice Initiatives and the Office of Diversity and Inclusion.

¹ [Pursuant to Administrative Order 119a/22](#)

² *ibid*

³ [Pursuant to Administrative Order 124/22](#)

III. General CE Training Guidelines

- A. Training can include workshops, courses, seminars, educational programs, mediator roundtable discussions, mediator support and development groups, or any organized educational activities or supplemental trainings for neutrals that are relevant to the mediator's area of practice and related to the practice of alternative dispute resolution ("ADR"), e.g., ADR skills, ADR techniques, ethics in ADR, and substantive legal updates or issues related to the practice of ADR relevant to the context in which the ADR neutral serves.
- B. CE trainings may be conducted by an individual or group qualified by practical or academic experience to teach, lecture, make presentations, facilitate discussions, or develop courses, e.g., bar associations, community dispute resolution centers, law schools, the courts, mediation providers and practitioners.
- C. CE trainings may be offered through various methods, including in-person or online in a synchronous format, or through recorded content. CE completed for another profession's continuing education requirement may count toward CE under Part 146 if the course or activity enhances the neutral's practice area.

Note: CE and MCLE ([Mandatory Continuing Legal Education](#) 22 NYCRR 1500) are separate requirements monitored by two different entities.

- D. District Administrative Judges or the judges' designees are responsible for determining whether a neutral has complied with section 146.5, Continuing Education for Neutrals. In deciding whether to re-designate neutrals to rosters, DAJs may ask neutrals to provide:
 - 1. Proof of attendance, such as a certificate of attendance, a copy of their registration information, or any other similar documentation.
 - 2. Program agenda or other material detailing the content of the program.